



UDOT University College of Administrative Services Academic Business Plan

The vision of the College of Administrative Services is to provide exceptional customer service and support in the areas of Accounting, Procurement and Human Resources.

UDOT U will assist our mission of providing employee training as is required to access and effectively process administrative functions. New training will be developed as needed to help increase the efficiency and effectiveness in performing administrative functions. Training will also help to provide administrative guidelines which will provide consistency in processes conducted at the region level. Current training available can be accessed via:

Comptrollers: <http://finance.utah.gov/training/index.html>

Procurement: <http://purchasing.utah.gov/training/index.html>

Human Resources: <http://dhrm.utah.gov/>

Our goal is to provide UDOT specific training in many administrative areas, which will help support the delivery of efficient and effective operations. Future training will be developed in the following areas:

Human Resources: Ethics Training

Procurement: P-Cards for UDOT Employees

Comptrollers: Accounting for Project Managers



The following is an overview of the components of...
The College of Administrative Services
Utah Department of Transportation Comptrollers Office

- **Mission**

The mission of the Comptroller's Office is

- To assist and strengthen the Department by providing accurate financial data,
- To promote accountability and to aid in management's decision-making process,
- Develop and encourage the highest professional standards, while focusing on all our customer's present and future needs.

- **Vision**

Quality begins with us. We are effective, efficient and important member of the Utah Department of Transportation. We value ourselves, as well as others, and are committed to do our best, while focusing on our customers. We accept full responsibility and accountability for our work have earned the confidence of others and are known for getting the job done. We make the best use of our resources while striving for cost efficiency. We are respected for our efforts and recognize and reward our accomplishments.

We support high ethical standards of honesty and openness in our actions and relationships. Our work environment is pleasant and enjoyable. Our careers offer challenging opportunities and are satisfying. Motivation, dedication and pride are the traits we share. Our office views training as an investment in our personnel and we strive to maximize individual career development. We hire qualified individuals and promote internally whenever possible. Individual diversity is valued and respected. Empathy, compassion and flexibility are the standards.

Communication is vital to our success. We freely exchange thoughts and ideas in a sharing and learning environment. New ideas are valued and encouraged. We can disagree without fear and are encouraged to share our view. We listen to and respect other viewpoints. Everyone is heard and understood. When we don't know, we ask questions.





- **The Comptrollers Office Supports UDOT's overall goals through three major business areas and a successful Financial Management Partnership with the FHWA Utah Division Office**
 - **Project and Federal-aid Accounting**
 - Federal-Aid Billing Management
 - Project Cost and Funds Management
 - Locally Funded Agreement Receivables
 - State Infrastructure Bank Loan Receivables
 - Project Indirect Cost Allocation Rates
 - Federal and State Project Audits
 - Project Financial Closure/Monitoring Inactive Projects
 - **Budget and Financial Reporting**
 - Cash Forecasting & Analysis
 - Financial Reporting
 - Revenue Management
 - **General Accounting**
 - Financial System Controls and Support
 - General Accounts Payable
 - Contract Payments
 - Contract Encumbrance Management
 - Disbursement Quality Assurance
 - Payroll
 - Accounts Receivable
- **Financial Management Partnership with the FHWA Utah Division Office**
 - Model of how good government can be great.

Utah Department of Transportation Human Resources Office

DHRM Vision - Mission - Goals Statement

Vision Statement

Leading the way in public HR.



Mission Statement

DHRM's mission is to develop, implement, and administer a statewide program of human resource management that:

- aids in the efficient execution of public policy
- fosters careers in public service for qualified employees
- assists state agencies in the performance of their missions

Values

- Professionalism
- Innovation
- Collaboration
- Coordination
- Consistency
- Relationships
- Communication
- Integrity
- Engagement

Goals

- Increased customer service
- Increased efficiency
- Increased management capacity

Utah Department of Transportation Procurement Office

Procurement Team Mission Statement

To be recognized as a leading professional procurement team.

Dedicated to excellence, improvement, and innovation.

Exceeding expectations, reliability and customer satisfaction.